King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 2 **Physical Plant**	
2.01.007 Environmental Health & Safety Inspections	Approved By:	Director W. Hayes
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Purpose
To establish guidelines for facility safety inspections and the ongoing integrity of the systems that support a response to emergency situations.

Policy
The department shall conduct inspections of its facilities on a scheduled basis. These inspections are of a general nature, but shall focus on sanitation and safety.

References
WAC 49.17
WAC 296-800-100

A. Procedure

1. The Facilities Maintenance Division (FMD) is solely responsible for conducting continuous checks of various parts of the physical plant, annual tests of the "fire drop doors" and magnetized elevator doors at the Maleng Regional Justice Center (MRJC), while also conducting a yearly test and three quarterly tests of the Fire and Life Safety Systems. These systems include:
    a. Elevators
    b. Fire sprinklers
    c. Fire pump
    d. Stand pipes/hose connections
    e. Fire alarms
    f. Stairway door locks (KCCF Emergency Stairwells only)
    g. Range hood extinguishing system
    h. Emergency power
    i. FMD routinely checks both facilities air filtration system

2. The division majors shall:
   a. Establish a schedule for the completion of inspections
   b. Determine staff responsible for conducting inspections
   c. Monitor results of inspections to verify compliance of this policy
   d. Review inspection reports
   e. Provide a copy of inspection reports to the Maintenance and Supply unit
   f. Inspection reports shall be maintained in the division major's office.
3. The Maintenance and Supply (M&S) unit, working in conjunction with the shift commanders, sergeants, and officers, shall conduct monthly inspections of the entire facility. These inspections shall include all of the following, but are not limited to:
   a. Housing areas
   b. Emergency stairwells
   c. Emergency exits
   d. Holding cells
   e. Sally ports
   f. Administrative areas
   g. Visiting and public areas
   h. The Sky-bridge
   i. Corridors
   j. Fire doors
   k. Staff areas
   l. Kitchens
   m. Trades areas
   n. Defibrillators
   o. Pocket masks
   p. First aid kits
   q. Fire extinguishers
4. All Staff shall report any and all malfunctions, hazards, and concerns in all areas of the Seattle and Kent Divisions to their respective M&S unit.